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**SCHOOL & MASS EDUCATION DEPARTMENT**  
**NOTIFICATION**

The 8th August, 2019

No.16797–SME-EL2-EL2-0054/2019/SME.—In partial modification of this Department Notification No.3766/SME., dated the 20th February, 2018 regarding guidelines on composition and function of School Management Committee (SMC) and the Parent Teacher Association (PTA), Government have been pleased to convey that the Parent Teacher Meeting being held in all Primary and Upper Primary Schools of the State will be henceforth convened four times in a year instead of twice, as per the following schedule.

- 1st meeting : Second week of April
- 2nd meeting : First week of July
- 3rd meeting : First week of November
- 4th meeting : Last week of January

The topics as mentioned in the referred guideline along with the benefits of the LEP (Learning Enhancement Programme) will be discussed in the said meeting. Besides, any other topic can be discussed as will be raised by the parent or teacher with due permission of the Chairperson.

By Order of the Governor

P. K. MOHAPATRA

Additional Chief Secretary to Government